

**Maryland Energy Administration**  
**Position Description**  
**Web Programmer/ Database/ Level 1 IT Consultant**

Join the Maryland Energy Administration as we transform energy in the State of Maryland. With the newly created Strategic Energy Investment Fund, stimulus funding, the passage of EmPOWER Maryland, and the new Renewable Energy Portfolio Standard, you will have an unprecedented opportunity to work on the cutting edge of energy policy. We are looking for the best and the brightest to join the team that is quickly making Maryland one of the nation's leaders in energy.

**Responsibilities:**

The web programmer/ database/Level 1 computer support consultant is a cross-cutting position within MEA. This position works in coordination with the Communications Manager to oversee all web-related needs, along with basic (as needed) computer support and troubleshooting for the MEA team, and also will spend approximately 50% of his/her time on critical project tracking , reporting and data entry for the Energy Efficiency team. (*Note: MEA has off-sight IT support for large issues.*)

Items including, but not limited to:

- Ongoing management of the current MEA website
- Coordination of MEA website redesign and the MES web team
- Performance of all needed updates and fixes to the MEA website, based on Adobe Contribute
- Daily updating of content and images
- Development and daily maintenance of interactive and social media outlets
- Coordination and management of MEA web content as it appears on partner websites
- Production of the monthly MEA newsletter in coordination with the Communications Manager
- Project tracking for a range of residential, commercial and industrial programs
- Data entry through Salesforce existing platform

**Qualifications:** Candidates should have a bachelor's degree in programming/ IT or a related field. Ideal candidates should have at least two years of experience working on website development, with a proficiency in HTML, CSS, and MySQL. Experience in graphic design, Adobe Contribute, and either Jumla or Droople are a plus. Data entry and Salesforce experience a plus.

**To Apply:** Please send a cover letter, resume, and salary requirements by email, with "web programmer/ database/level 1IT consultant" in the subject line to Denise McCoskery at [dmccoskery@energy.state.md.us](mailto:dmccoskery@energy.state.md.us). Please include portfolio of relevant web work with links to each website. Qualified candidates will receive notification of receipt. Only the top candidates will be invited to interview for the position.

**Salary:** Commensurate with experience